

The following figures indicate the space utilization by operating component within the Center:

| <u>Operating Component</u> | <u>Available</u> | <u>Utilized</u> | <u>Total</u> |
|----------------------------|------------------|-----------------|--------------|
| Supplemental Distribution  | 1,543            | 10,367          | 11,910       |
| DD/P                       | 1,327            | 7,403           | 8,730        |
| DD/S                       | 383              | 7,957           | 8,340        |
| DD/S (Compt.Grilled Area)  | 51               | 429             | 480          |
| DD/I                       | 228              | 7,212           | 7,440        |
| DD/I (Grilled Area)        | 909              | 2,871           | 3,780        |
| DCI                        | 3                | 27              | 30           |
| Map Negative               | <u>563</u>       | <u>1,027</u>    | <u>1,590</u> |
| TOTAL:                     | 5,007            | 37,293          | * 42,300     |

\* This total includes 1,080 cubic feet of emergency shelving that has been erected in the Center.

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Weekly Report for Period Ending 8 January 1958  
from [REDACTED]

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1. Contributions

a. Intangible

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- (1) Completed preparations for Mr. [REDACTED] DCI presentation on records management now scheduled for Monday, 13 January.

2. Active Projects

- a. 1958 Records Management Staff Files - Development of a classification plan for the primary subject category "Records Management" is 50% complete. Primary subjects for the administrative files have been selected.
- b. End-of-Year Progress Report - Topics for "highlights" selected and outline developed.

3. Inactive Projects

Graphics Register Film Index Card File.

4. News

- a. Attended two training sessions on "Effective Speaking." Prepared and delivered talk titled "Be a Five Percenter", the theme of which proposed devoting 5% of reporting time to an analysis of the reporting requirement.

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